

T Level Technical Qualification in Animal Care and Management

Employer-Set Project for Animal Management and Animal Science Core Pathway (Level 3)

Employer-Set Project Tasks (Sample)

May 2024 Version 1.0

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Task 1 – Research

You have been asked by your manager to research waste management methods which could be used by the Guilds Animal Sanctuary, in order to comply with the Waste Management Strategy which includes the 5 Rs.

- a) Create an action plan for your research, using the template provided. This should include:
 - goals/objectives of the research
 - topics to be researched
 - planned resources/sources of information
 - search criteria to be used
 - timeline (how long you plan to spend on each goal/objective).
- b) Conduct the research and prepare your research notes.
 - research notes – up to four sides of A4 (can include screenshots/pictures/diagrams).
 - a list of references.

Your research should cover:

- sustainable methods of waste management
- alternative methods of waste management for the following types of consumable waste:
 - plastic products including - shrink wrap, feed bags and bedding packaging
 - baling twine
 - paper and cardboard
 - tins and sachets
- legislation relating to waste management
- health and safety considerations relating to waste management.

You will need to use the findings from your research notes when completing subsequent tasks. You must ensure your findings are clear so that you can use them as you move through the assessment.

Timing of assessment

- You will have **six hours** to create the action plan, carry out the research and produce your research notes and list of references.

Conditions of assessment

- Your research action plan, research notes and list of references should be completed working alone under supervised conditions.
- You will have access to the project brief and internet **only** to conduct your research.
- Your research action plan, research notes and list of references should be completed digitally.

What you must submit on completion of this task

- Research action plan (up to two sides of A4)
- Research notes:
 - up to four sides of A4
 - text to be Arial font, size 12

- standard line spacing and borders
 - page numbered.
- List of references
- Files saved securely (e.g. electronically in a secure location or on memory stick to be handed in).

Additional evidence of your performance that will be captured for marking

- N/A

Marks available

- 12

Task 2 – Report

Using the findings of your research into waste management methods from Task 1, you have now been asked to analyse your research and develop a solution that will improve waste management at the Guilds Animal Sanctuary, to comply with the Waste Management Strategy.

Section A of the brief provides details for the waste types and quantities, the 5Rs, available staff, issues identified and the layout of the sanctuary.

Section B of the brief provides details for three different waste collection companies. As part of this task you will need to analyse the information in Section B and select a suitable waste collection company for your recommended solution.

You will produce a report for the Guilds Animal Sanctuary's general manager detailing your recommended solution. The report should include:

- recommended methods of waste management for the different types of consumable waste listed in the brief
- the outcome of your analysis of the different waste collection companies in section B of the brief
- your chosen waste collection company
- proposed location(s) of any skip(s) or container(s) (a copy of the figure 1 site layout plan has been provided for you to mark/annotate)
- the estimated cost of running your solution over one year (not including staffing costs) (refer to costing information in section B and waste quantities and budgets in section A)
- an explanation of how your solution improves the Guilds Animal Sanctuary's waste management, to comply with the Waste Management Strategy, including justifications for your recommendations.

Timing of assessment

- You will have **four hours** to complete your written report.

Conditions of assessment

- Your written report should be completed working alone under supervised conditions
- You will **not** have access to the internet for the completion of this task
- You will have access to the project brief and copies of your responses to the previous task (for review purposes only).

What you must submit on completion of this task

- Written report (typically 2,000 words) – as a hard copy or a file saved securely (e.g. electronically in a secure location or on a memory stick to be handed in)
- Figure 1 site layout plan with skip(s)/container(s) location(s) marked/annotated.

Additional evidence of your performance that will be captured for marking

- N/A

Marks available

- 27

Task 3 – Plan

You have been asked to produce an implementation plan for the Guilds Animal Sanctuary staff which details your proposed solution from Task 2.

- a) Your implementation plan should include:
- the order of tasks needed to implement the new waste management solution
 - who will be involved with each process
 - requirements for staff including any amendments to current responsibilities, training, and health and safety
 - physical resources required.

You must complete your implementation plan using digital software.

- b) You must also provide a supporting statement to justify why your plan is the best way to implement and run your waste management solution and how it will ensure the business is successful in improving waste management.

Timing of assessment

- You will have **four hours** to complete your implementation plan and supporting statement.

Conditions of assessment

- Your implementation plan and supporting statement should be completed working alone under supervised conditions
- You will have access to software required to create the implementation plan (e.g. word-processing software, spreadsheets etc)
- You will have access to the project brief and copies of your responses to the previous tasks (for review purposes only)
- You will **not** have access to the internet for the completion of this task.

What you must submit on completion of this task

- Implementation plan (typically two sides of A4, including any extracts from other software used e.g. spreadsheets, tables, charts) – files saved securely (e.g. electronically in a secure location or on a memory stick to be handed in)
- Supporting statement (typically 1,000 words) – copy of file saved securely (e.g. electronically in a secure online location or on a memory stick to be handed in).

Additional evidence of your performance that will be captured for marking

- N/A

Marks available

- 21

Task 4 – Peer review

You must now explain your recommended waste management solution to the Guilds Animal Sanctuary's general manager and two of your peers to gain feedback. Although there are no marks assigned to this task, you will be asked to reflect on and evaluate this feedback in Task 5.

Your tutor will set up the groups and make sure that you have access to copies of your written report from Task 2. The tutor will take on the role of the Guilds Animal Sanctuary's general manager during this task.

- a) Familiarise yourself with your recommended waste management solution from the report you produced in Task 2.
- b) Explain your recommended waste management solution, including:
 - your recommended methods of waste management for the different types of consumable waste listed in the brief
 - your chosen waste collection company
 - the estimated cost of running your recommended solution
 - how your solution improves the Guilds Animal Sanctuary's waste management and complies with the Waste Management Strategy.
- c) Peer reviewers will now have time to reflect on your recommended waste management solution.
- d) Discuss feedback and answer questions from the group on your recommended waste management solution, and record feedback on the candidate feedback form.
- e) Peer reviewers will now complete the peer review form and submit it to the tutor.

Timing of assessment

The time allocated for this task is 1 hour. This is broken down for the above tasks below:

- 15 minutes to familiarise yourself with your recommended waste management solution from the report in Task 2
- 10 minutes to explain your recommended waste management solution
- 10 minutes for the peer review group to reflect on your recommended waste management solution, before providing feedback
- 15 minutes for the peer review group to discuss your recommended waste management solution with you and ask you questions
- 10 minutes for the peer review group to provide collective feedback on the peer review form to submit to your tutor for approval.

Conditions of assessment

- The task must be supervised at all times
- You must use the candidate feedback form to make any notes and record any feedback to questions asked as part of the discussion. The peer review group will also provide you with a peer review form with feedback, which will have been checked for appropriateness by the tutor before being shared
- You will have access to copies of your responses to Task 2 for review purposes only
- You will **not** have access to the internet for the completion of this task.

For parts a), b) and d) **you** must:

- proactively participate in the discussion
- seek any clarity in the feedback given and be prepared to ask questions
- record any feedback notes on the candidate feedback form provided.

For parts c), d) and e) **peer reviewers** must:

- proactively engage in the discussion
- respond constructively and fairly
- ensure the peer review form is completed fully and handed to the tutor.

What you must submit on completion of this task

- Candidate feedback form to be completed by the candidate.

Additional evidence of your performance that will be captured for marking

- Peer review form to be completed by the peer review group. Only one peer review form needs to be completed per group.

Marks available

- N/A

Task 5 – Evaluate and present

You must prepare and deliver a 10-minute presentation reflecting on your proposed waste management solution for the business using your evidence from previous tasks. You may also use the feedback and your reflections from Task 4 as part of the presentation using the following forms:

- peer review form
- candidate feedback form.

Your presentation should include the following:

- the reasons for discounting the other waste disposal providers and how well your proposed waste management solution from Task 2 improves the Guilds Animal Sanctuary's waste management, taking into account feedback from the peer review in Task 4
- how well your implementation plan from Task 3 improves the Guilds Animals Sanctuary's waste management
- justifications for any improvements or adaptations required to your proposed waste management solution including what you would do differently next time
- any challenges presented by the brief and how these have been overcome.

You must complete and present your presentation using digital software.

You will deliver the presentation to your tutor who will take on the role of the Animal Sanctuary's general manager and will ask you questions after you have completed your presentation.

Timing of assessment

- You will have **two hours** to prepare and deliver the presentation.
 - 1 hour and 40 minutes to prepare the presentation
 - 10 minutes to deliver the presentation (+10%)
 - Up to 10 minutes following the presentation for questions and answers.

Conditions of assessment

- Your presentation should be developed and presented working alone under supervised conditions
- You will have access to the project brief and copies of your responses to all previous tasks (for review purposes only) as well as the candidate feedback form and completed peer review form from Task 4
- You will have access to digital technology (e.g. PowerPoint) to complete the presentation and may select any appropriate format
- You will **not** have access to the internet for the completion of this task
- The presentation and questions and answers will be video recorded for marking.

What you must submit on completion of this task

- Presentation materials e.g. slides, handouts, etc as a hard copy or digital file saved securely (e.g., electronically in a secure online location or on a memory stick to be handed in).

Additional evidence of your performance that will be captured for marking

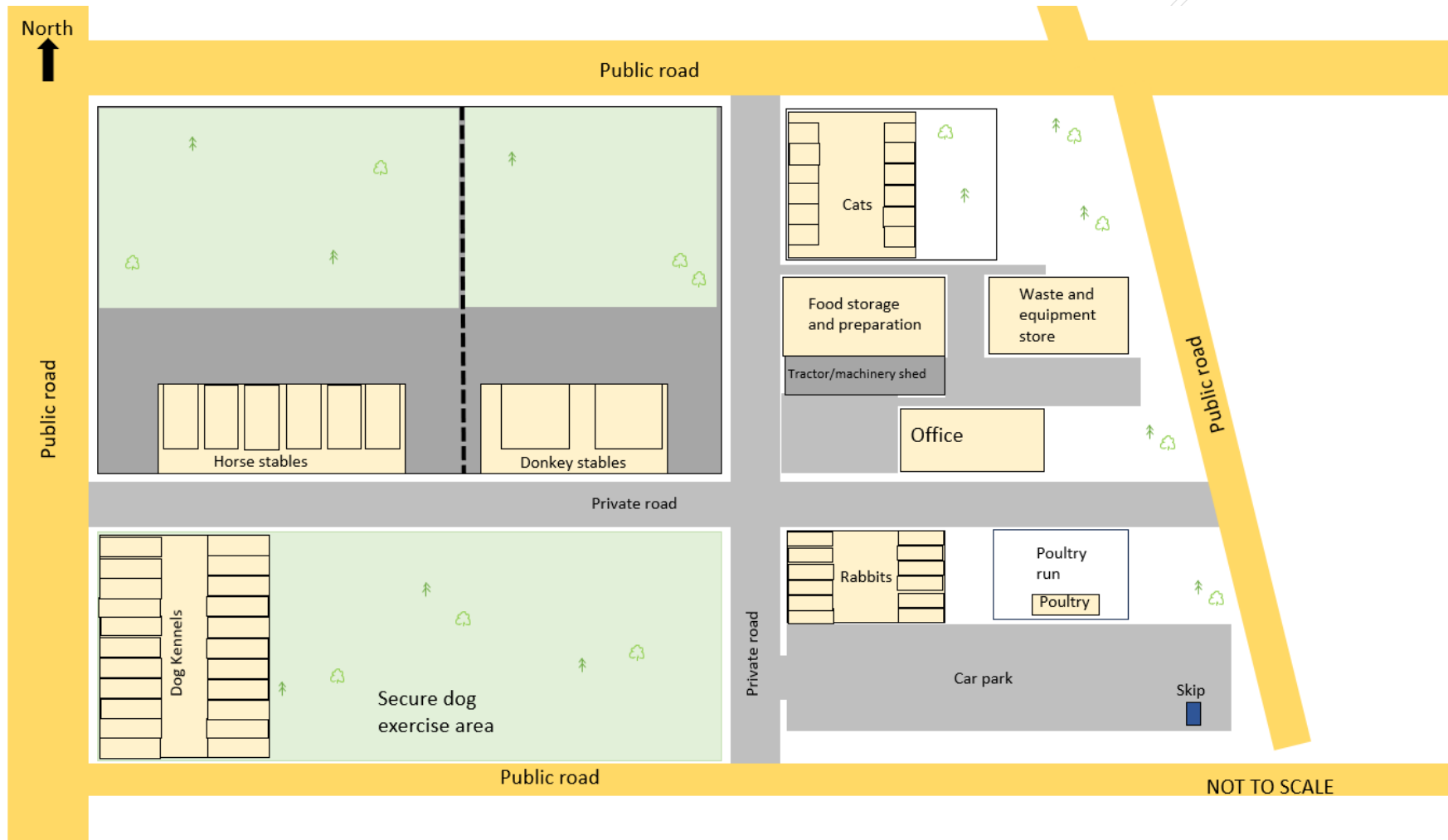
- Video recording of presentation and questions and answers.

Marks available

- 21

Figure 1 – Site layout

The Guilds Animal Sanctuary site layout. Use this copy to mark proposed locations for any skip(s)/container(s) for Task 2.



Research action plan template

Candidate name	Candidate number
Centre name	Centre number

Goals/Objectives	Topic	Resources/Sources of information	Search criteria	Timeline

Peer review form

Candidate name	Candidate number
Centre name	Centre number
Peer review name(s)	

Questions for reviewers to consider:	Feedback
How well does the proposed waste management solution improve the Guilds Animal Sanctuary's waste management?	
How well has cost, and selection of a suitable waste collection company been considered in the proposed solution?	
How could the proposed waste management solution be improved?	

Candidate feedback form

Candidate name	Candidate number
Centre name	Centre number

Candidate's notes

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